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## OFFICE OF PUBLIC INSTRUCTION

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PO BOX 202501  
HELENA MT 59620-2501  
www.opi.mt.gov  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)

Linda McCulloch  
Superintendent

Applications for 21st Century Community Learning Centers will be completed on the new OPI e-grants system. The 21<sup>st</sup> CCLC application will be online on March 14, 2008. The deadline for submitting a grant will be **April 30, 2008**.

In order to facilitate your pre-planning you will find listed below components of the e-grant application. This will allow you to collect and create the necessary data prior to accessing the e-grant system. These are pages from the e-grant system, but they may have a different look or minor changes when you access them to complete your application. This is a sample document. Do **not** print, fill out or send to the OPI.

It is recommended that when you do use the on-line application that you type in your information rather than copying and pasting from a Word document.

### A few things to remember:

1. Do not use characters such as, @, #, \*, &, etc.
2. **Important:** Put one character in each text field and click the **Save Page** (This makes sure that you will not lose data when saving)
3. After you have done Step 2 save often when typing in data.
4. Once the data has been entered into the field and saved, you could copy and paste it into a Word document to check the spelling.
5. Then paste it over the old text in the online text field.
6. Do not click **Calculate** unless all fields on the page have been filled.

You must get a login and password from your e-grant security coordinator.

# OPI E-Grants System

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[Logon Page](#)

[Instruction](#)

## Welcome to the Office of Public Instruction (OPI) E-Grants System

Please enter your user ID and Password

User ID:

Password:

[LOGON](#)

[Public Access](#)


See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW** Grant  
by *Solutions* Management  
System

The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501  
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

After logging in, this will be the first page you will see. Click on 21<sup>st</sup> Century to begin the application process. If 21<sup>st</sup> Century is not visible you must contact your e-grant security coordinator to get a login and password for rights to 21st CCLC data entry.

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[Sign Out](#)

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**You have been granted access to the forms below by your Security Administrator**


- Competitive Grant**
  - [21st Century](#)
- Formula Grant**
  - [Carl Perkins - Secondary](#)
  - [ESEA / NCLB Consolidated](#)
  - [IDEA Consolidated](#)
  - [Title I School Improvement](#)
- Administrative**
  - [OPI Reports](#)
- Discretionary Grant**
  - [Title I Part C - Summer Term](#)

**If the form you need is not listed, contact your Security Coordinator :**

- Butte Elem** - Cathy Cashell at 406-533-2546
- Butte H S** - Cathy Cashell at 406-533-2546

See the Instructions for supported browsers and optimal screen resolution settings.

The Organization Search Results page appears. Click the Radio button in front of the organization that is applying. Then click [Select](#).



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[Click to Return to Organization Select](#)  
[Click to Return to Menu List / Sign Out](#)

Organization Search Results

Program - 21st Century New Application

Select	Organization Search Results Name	Code
<input type="radio"/>	Butte H S	1212
<input type="radio"/>	Butte Elem	0840

Select

user ID: cuggetti

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Contact Us

On the Application Select page, you will click [Create Application](#).

**OPI E-Grants System**

[OPI Home](#)


Applicant Name: Butte Elem

Legal Entity: 0840

[Click to Return to Organization Select](#)  
[Click to Return to Menu List / Sign Out](#)

Application Select - 21st Century New Application

[Instruction](#)

Year: 2009 

Create Application

Select an application from the list(s) below and press one of the following buttons:







Open Application

Create Amendment

Review Summary

Payments

Print All

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date	Consulting
2007-2008						
	08-TitleIVB-00 Amendment 2	07-10-2007	07-11-2007	Final Approved	07-11-2007	
	08-TitleIVB-00 Amendment 1	07-06-2007	07-09-2007	Final Approved	07-09-2007	
	08-TitleIVB-00 Original Application	06-15-2007	07-02-2007	Final Approved	07-02-2007	

This page contains background information on 21<sup>st</sup> Century Community Learning Centers. Please read and look at the link to OPI non-Regulatory Guidance. Information on these pages may assist you with your application. When finished, click on [Application Type](#).

## OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Polson Elem

**Legal Entity:** 0477

Title IV B - 21st Century ▾

**Application:** 2008-2009 Original Application

[Printer-Friendly](#)

[Click to Return to Organization Select](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control
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### 21st Century Community Learning Center Overview

**Programs:** 21st Century Community Learning Center

**Purpose:** A 21st Century CCLC program will:

- provide opportunities for academic enrichment, including tutorial services to help students, particularly those who attend low-performing schools, to meet state and local student performance standards in the core academic areas of reading and math;
- offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music and recreation programs, technology education programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students; and
- offer families of students who are served by community learning centers the opportunities for literacy and related educational development.

**Eligible Applicants** Eligible applicants may be local education agencies, community-based organizations, including faith-based organizations, institutions of higher education, city or county government agencies, for-profit corporations and other public or private entities. A community-based organization is defined as a public or private for-profit or nonprofit organization that is representative of the community and has demonstrated experience or promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement and positive youth development of students. While all organizations are eligible to apply, they **MUST** be partnered with an eligible school to be considered for funding.

- Federal regulations require that programs must primarily serve students who attend schools that serve a high percentage of students from low-income families.

**For Montana, this means that grant awards are restricted to projects that primarily serve students attending schools that meet or exceed forty percent (40%) Free and Reduced-Price Lunch eligibility**

If you are a current 21<sup>st</sup> Century Grantee you would select Yes, click [Save Page](#) and follow directions on page 8. If you currently do **not** receive 21<sup>st</sup> Century funds you would select No, click [Save Page](#) and follow directions on page 7.

# OPI E-Grants System

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**Applicant Name:** Butte Elem

**Legal Entity:** 0840

Title IV B - 21st Century

**Application:** 2008-2009 Original Application

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**Application Type**

[Instructions](#)

Are you a current 21st CCLC grantee? ☒ Yes ☐ No

[Save Page](#)

This page concerns only those programs that currently receive 21<sup>st</sup> CCLC funds. You would check the applicable button and click [Save Page](#).

**OPI E-Grants System**

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**Applicant Name:** Butte Elem

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Title IV B - 21st Century

**Application:** 2008-2009 Original Application

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**Application Type**

[Instructions](#)

Are you a current 21st CCLC grantee? ☒ Yes ☐ No

☐ Click here if you are a fifth year 21st CCLC applying for up to 60% of your current grant amount and not less than a minimum of \$50,000.

☐ Click here if you are submitting a new application for 21st CCLC Funding. For the purpose of this competition, NEW is defined as a currently funded 21st CCLC program adding a new target population, serving a new center, and addressing the specific needs of that population.

[Save Page](#)



Once the Application Type has been saved you will need to click the **Contact Information** tab.  
Enter all contact information on this page and click **Save Page**.

**OPI E-Grants System**

OPI  
Home

Applicant Name: Polson Elem

Legal Entity: 0477

Title IV B - 21st Century

Application: 2008-2009 Original Application

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Click to Return to Organization Select  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be saved for the application.

Overview

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Contact Information

Instruction

\* Denotes required field

Authorized Representative:

Last Name

First Name

Phone

Extension

Fax

Summer Phone\*

406 390 3998

Extension

Email

District / Fiscal Clerk:

Last Name

First Name

Phone

Extension

Fax

Summer Phone\*

406 303 0099

Extension

Email

P Project Director:

Will there be a Project Director with dedicated time to lead and administer this project?

☒ Yes ☐ No

Project director will be:

☐ Full time ☐ Part time

Project Director is the:

☐ Authorized Representative above

☐ District / Fiscal Clerk above

☐ Other - Provide details below

Other contact:

Last Name\*

First Name\*

Position/Title\*

Phone\*

Extension

Fax\*

Summer Phone\*

Extension

Email address\*

Application Approval / Disapproval Copy Email Addresses

☒ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list.

Add Additional Email Address

Save Page

9

The Allocations page does **not** require entry. When a grant is awarded to an entity the allocation will be shown on this page. Click on [Program Detail](#)

**Application:** 2008-2009 Original Application

[Printer-Friendly](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control
<div>Allocations<div>Instructions</div></div>									

On the **Populations/Needs Assessment** page enter the schools to be served, with their free and reduced price meal status, Title I designation, and the total school enrollment. Do **not** click the Calculate Totals button until you have entered all data under Needs Assessment. Here enter the percentage of students who are below proficient in Reading/Language Arts and Math. Indicate the number of students that you hope to serve at least one day and the number of those students you feel will attend 30 or more days. Click **Save Page**. (6 Points maximum for Populations to be served, 6 Points maximum for Needs Assessment)

# OPI E-Grants System

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**Applicant Name:** Butte Elem

**Legal Entity:** 0840

Title IV B - 21st Century 

**Application:** 2008-2009 Original Application

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Populations/Needs Assessment		Program Operations		Program Abstract	Goals	Partnerships	Sustainability		

## Populations/Needs Assessment

[Instructions](#)

1.) Populations to be served			
Name of Each School that will participate	% of Free/Reduced lunch students	Title I Designation	Total Number of Enrolled Students
John McCain K-5 School	45.0	<input checked="" type="radio"/> Yes <input type="radio"/> No	351
Barak Obama 6-8	32.0	<input type="radio"/> Yes <input checked="" type="radio"/> No	257
Hilary Clinton High School	25.0	<input type="radio"/> Yes <input checked="" type="radio"/> No	485
<b>Total</b>			1093

[Add Additional Entries](#)
[Calculate Totals](#)

## 2) Needs Assessment

Percentage of participating students who are below basic or below proficient in Reading/Language Arts

25

Percentage of participating students who are below basic or below proficient in Math

45

Number of anticipated/existing students to be/beingserved in afterschool program. (Annual)

500

Number of anticipated/existing regular (students attending 30+ days) students to be/beingserved in afterschool program. (Annual)

125

Percentage of Students

45.7

Percentage of Students

11.4

[Save Page](#)

Click on **Program Operations** tab. Fill in all applicable fields and click **Save Page.** (25 Points maximum for Program Operations)

**OPI E-Grants System**

OPI  
Home

**Applicant Name:** Butte Elem      **Legal Entity:** 0840      Title IV B - 21st Century ▾  
**Application:** 2008-2009 Original Application      [Printer-Friendly](#)  
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**Program Operations** [Instructions](#)

**Application Type:**      Current 21st Century CCLC grantee applying for 60% of current grant and not less than a minimum of \$50,000.

Number of anticipated/existing program centers (Sum of following school and community based entries)

Location

Number of anticipated/existing program centers that will be/are school based

Number of anticipated/existing program centers that will be/are community based

Program activities will be/are held:  
Before School ☒  
After School ☒  
In the Summer ☒

Program will be/are served:  
Elementary School Students ☒  
Middle School Students ☒  
High School Students ☒

**School Year Program Information**  
Anticipated start date of school year program       Anticipated end date of school year program   
Number of days per week the program will be/is open during the school year       Number of hours per week the program will be/is open during the school year

**Summer Program Information**  
Anticipated start date of summer program       Anticipated end date of summer program   
Number of days per week the program will be/is open during the summer       Number of hours per week the program will be/is open during the summer

**A) Program Operations**  
Describe how your program day will be set up with regards to student population (grade levels), highly qualified staffing, a variety of engaging activities, number of students served, facilities, transportation and optimizing the use of time students spend out of school. (2000 Character Maximum)  

The before school program will operate from 7:45 am until the beginning of the school day, Monday through Friday, in the school cafeteria. Breakfast will be available to all students, K-12 at this time. Regular school bus routes will run to accommodate this schedule.  
The afterschool program will run from school dismissal (3:00) until 6:00 pm, Monday through Friday in the elementary building. The project director will be a highly qualified teacher and all staff members will receive appropriate training. The adult-to-youth ratio will be no more that 1:15. The participants will be K-12 students. A wide variety of engaging activities will be offered each day. Programming will provide opportunities to develop academic, skills, engage in recreation, enhance

**Save Page**

Click on the Goals tab. Information on entering Goals, Strategies, and Action Steps may be found on page 12. When the goal, strategies and action steps have all been entered, click [Save Page](#).

# OPI E-Grants System

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**Applicant Name:** Butte Elem

**Legal Entity:** 0840

Title IV B - 21st Century 

**Application:** 2008-2009 Original Application

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Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control
Populations/Needs Assessment		Program Operations		Program Abstract	Goals	Partnerships	Sustainability		
Goal I		Goal II		Goal III		Goal IV		Goal V	

## Goal I

[Instructions](#)

### Goal, Strategies and Action Steps

List your goal, specify strategies and action steps. You are limited to three strategies per goal.

**Goal (80 Character Maximum)**

### Strategy (300 Character Maximum)

### Action Step 1 (500 Character Maximum)

### Action Step 2 (500 Character Maximum)

### Action Step 3 (500 Character Maximum)

[Add Strategy](#)

[Save Page](#)

## Goal I (Maximum for all Goals, Strategies and Action Steps – 25 Points)

### Goal, Strategies, and Action Steps

When making entries in the text fields on the goals pages do NOT use any formatting (bullets, numbering, bold, italics, etc.), tables or charts. It is best to save a Word document as plain text before copying and pasting into text fields.

#### Goal

1. Enter your first goal in this box

**Sample Goal:** Provide students with a safe, healthy, drug free (environment) learning program, in a well supervised, learning environment, staffed by caring, competent and supportive adults that will extend, enrich and remediate their identified academic/social needs, and fill existing gaps in services to children within our community.

#### Strategy

2. Click **Add Strategy** at the bottom of the page to open a strategy box.
3. Enter statements outlining the plan to achieve your goal.

#### Action Steps

4. Describe activities, timelines, participation, and/or resources. Include details about activities and patterns of action that will be taken and the decisions that will be made to address the strategy.
5. You may enter up to three **Action Steps** per **Strategy**.
6. When all **Action Steps** are completed, you may click on **Add Strategy** to add another strategy for the particular goal.
7. Complete at least one (1) **Action Step** for each strategy.
8. When **Goal I Strategies** and **Action Steps** are complete click **Save Page** and continue with the next goal.

Click on **Program Abstract** tab. Fill in all applicable fields and click **Save Page.** (12 Points maximum for Program Abstract)

# OPI E-Grants System

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**Applicant Name:** Butte Elem

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Title IV B - 21st Century ▾

**Application:** 2008-2009 Original Application

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## Program Abstract

[Instructions](#)

**Application Type:** Current 21st Century CCLC grantee applying for 60% of current grant and not less than a minimum of \$50,000.

### A) Project Abstract

Provide a brief description of your intended 21st Century program including: (a) Purpose and services to students/families (b) Strategies for achieving project goals (c) Expected project outcomes (d) Indicators of program success. (2000 Character maximum)

This afterschool program will focus on providing enrichment activities that enhance student learning in reading and math. All students in grades k-12 will have the opportunity to participate in program activities. Emphasis will be placed on developing creativity and critical thinking skills and students participate in hands-on, challenging, fun activities that reinforce what has been learned in the classroom. The program will also involve parents in student learning through parent/child activities and parenting classes. A key component of the program will be promoting a healthy body as well as healthy mind and activities that promote nutrition and recreation will be integrated into the program and become an extension of the learning activities provided. The expected outcomes from student participation in the

### Timeline

What is your program implementation timeline for the fiscal year? (2000 Character maximum)

July 2008  
Hire a program director and meet to discuss our mission and goals of the program. Review results of students and parents survey that was sent home in May, 2008; Obtain logistical planning space, transportation, and potential staffing. Secure letters of commitment from partners. Schedule Missoula Childrens Theatre for June, 2009. Summer School Starts!  
August, 2008

### Professional Development

What is your professional development plan for all individuals connected to this program? (2000 Character maximum)

Program staff and directors will be provided with various training opportunities to promote a successful afterschool program. Employees will be sent to 21st Century trainings and meetings in Helena in the fall and spring. As a member of the Golden Triangle Cooperative, staff will have the opportunity to choose workshops to attend that would aid in activity planning and implementation. Such opportunities include science inquiry and discovery, art integration, dancing for health and fitness, first aid and CPR training, instruction on emergency procedures, activity planning and an overview of the program's discipline policy.  
The socioeconomic status of our area makes it necessary for staff members to understand the dynamics of families living in lower income brackets. Ruby Payne

### Program Evaluation

Define how you intend to evaluate/have evaluated your progress in achieving your goals and objectives? Use resources that document crime statistics, drop-out rates, teen-age pregnancies, academic achievement, behavior/discipline, health/nutrition, and any other data that would document your progress in achieving your goals and objectives.(2000 Character maximum)

Program participants and parents will be interviewed to determine the impact of the program on behavior and competencies of the youth. Academic achievement data will also be correlated with program participants and may include DIBELS, MontCAS, and ITBS testing. Additionally, the MSU Family and Consumer Science and Youth Evaluation System will be used to measure how the afterschool program has impacted the youth participating in the program. This system was created to measure growth in specific life skills as a result of individuals' participation in a program. The Youth Response and Behavioral Survey will be utilized to survey the health of students over-all. Adults will be surveyed at the end of the program year to measure the success of the program as a support to parents and community.

**Save Page**

Click on the **Partnerships** tab. Enter all anticipated partners. Do not forget to fill in the first text box with a general overview of services provided by your partners. Click **Save Page**. (10 Points maximum for Partnerships)

# OPI E-Grants System

[OPI Home](#)

**Applicant Name:** Butte Elem

**Legal Entity:** 0840

Title IV B - 21st Century ▼

**Application:** 2008-2009 Original Application

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## Partner Agency/Organization

[Instructions](#)

### Partnerships

**Identification of Partner Agency and Partnership Commitment/Involvement:** Indicate the degree and nature of program involvement and responsibility of each of your partner agencies/organizations. It is realized that some locations may lack available partnerships and this situation should be validated here. (2000 Character maximum)

The Coalition for Healthy Children and the Boys and Girls Club partner with the school district for school assembly presentations, Red Ribbon Week activities, in-kind space for Youth Coalition meetings, and in supplying data for our grant writing. They also provide free transportation for the children to attend the Boys and Girls Club and are part of our advisory group. We are an extension club of the HELP BGCA and they provide us with technology and training. The County Newspaper and Sheriff's Department provide in-kind services for Prevention Programs. The remaining partners are member and stakeholders in the Coalition for Healthy Children and provide in-kind services and volunteer staffing for our afterschool and summer programs.

Partner Name	Contact/Phone	Type of Organization	Services
School District	John Doe 406 546 5555 Ext. <input type="text"/>	Public School ▼	Other ▼
Sheriff Department	Sheriff Earp 406 556 5455 Ext. <input type="text"/>	Other unit of City County ▼	In-Kind Donations ▼
<a href="#">Add Additional Entries</a>			



Click on the **Sustainability** tab. Enter the efforts you have made to sustain your fifth year program or enter a sustainability plan for a new program. NOTE: This question is dependent upon the type of application you chose. If you are fifth year program B) will appear. If you are a new program A) will appear. When completed, click **Save Page**. (6 Points maximum for Sustainability)

## OPI E-Grants System

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**Applicant Name:** Butte Elem

**Legal Entity:** 0840

Title IV B - 21st Century ▼

**Application:** 2008-2009 Original Application

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Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control
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### Sustainability

[Instructions](#)

#### Application Type:

Current 21st Century CCLC grantee applying for 60% of current grant and not less than a minimum of \$50,000.

B) Describe the progress you have made concerning your sustainability plan. What actions will be taken to maintain the current level of program activities and services? Please document actual dollar amounts or resources of partners that will enable you to continue to provide these activities or services. If you are unable to document resources that will allow you to maintain your current program at 100% you must document the efforts you made.

The afterschool program began our sustainability plan with our first year of funding by building and sustaining partnership. Currently, we have received an \$8,875 award from a partner to support the art program. A new award from another partner of \$2,050 was made to support our Math program along with an additional \$2050 in a community base match via Friends of our School. The Pathways program at the local university has funded one summer instructor for the duration of our program along with supplies and technology tools, often 10,000 or more. Additional funding provides \$4,972 of tutoring services to 7-9 graders via the Gear-up Program. Beyond this, a special summer program grant has been written and funded \$15,400 to support 2 additional summer program instructors, technology

**Save Page**

Click on **Budget Pages**. See Page 18 and 19 for Object Codes and Purpose Categories. Click **Save Page**. (10 Points maximum for Budget)

**Budget Detail** BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Instructions](#)

Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

Description of Purpose Categories and Object Codes

Object Code	Purpose Category	Expenditure Description and Itemization		Delete Row
100	10	4 Enrichment instructors, summer program, hourly wage \$20, 4 hours a day, 5 days a week, 6 weeks of program=\$9600.	9600	<input type="checkbox"/>
100	10	4 Enrichment instructors, school year, hourly wage \$20, 3 hours a day, 5 days a week, 32 weeks during the school year=\$38400	38400	<input type="checkbox"/>
100	23	1/2 time Program Director for 12 months @ \$25000	25000	<input type="checkbox"/>
200	10	Fringe Benefits @15% TRS, FICA, unemployment and workers comp for 4 summer enrichment instructors	1440	<input type="checkbox"/>
200	10	Fringe Benefits @15% TRS, FICA, unemployment and workers comp for 4 school year enrichment instructors	5760	<input type="checkbox"/>
200	23	Fringe Benefits @30% TRS, FICA, health insurance, unemployment and workers comp for program director	7500	<input type="checkbox"/>
500	22	21st Century annual conference, Helena, round trip mileage =\$210, 4 motel rooms for 2 nights at state rate=\$560, 2 dinners for 4=\$96, 2 Breakfasts for 4=\$48	914	<input type="checkbox"/>
500	27	Student bus transportation. \$25 per bus per night for 5 nights for 32 weeks for 2 busses	8000	<input type="checkbox"/>
600	21	Parent Involvement Training materials, homework tips brochure \$500.	500	<input type="checkbox"/>

Create Additional Entries

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	0	(F) Total budgeted above	\$97,114
(B) Budgeted Property and Equipment Cost (Object 700)	0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	0	(H) Total Budget (F+G)	\$97,114
(D) Indirect Cost Rate %	0		
(E) Maximum Indirect Cost (C*(D/(1+D)))	0	Allocation Remaining (A-H)	-\$97,114

Calculate Totals

Save Page

## **Object Codes**

100 Personal Service Salaries – Salaries

200 Employee Benefits – Benefits

300 Purchased Professional and Technical Services – Contracted services for administrative, professional, educational, technical, and cooperative services.

400 Purchased Property Services – Utilities, building usage charges, repairs and maintenance services, rent, minor construction.

500 Other Purchased Services – Student travel, employee travel, professional development, registrations, communications, printing.

600 Supplies – Instructional supplies and materials, textbooks, library materials software, minor equipment

700 Property – Capital outlay, including major construction and equipment usually >5000 (Requires Pre-Approval by the OPI)

800 Other Objects – Rare-Dues, fees, student organization costs

900 Transfers – Transfers to other districts or cooperatives under a consortium or cooperative. (Note: The Office of Public Instruction recommends to budget all 900 Transfers under Purpose Code 10 Instruction, rather than breaking down transfers into multiple purpose codes.) Used only for IDEA B and Preschool. NCLB/ESEA Transfers and REAP-flex handled on the Allocations page.

## **Purpose Categories**

10 Instruction - Activities dealing directly with the interaction between teachers and students.

20 Support Services –

- Instructional Staff – Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students (i.e. improvement of instruction services, designing curriculum).
- Students – Activities designed to assess and improve the well-being of students and to supplement the teaching process. Non-instructional paraprofessionals should be recorded here.

21 Parental/Family Involvement – Activities provided by and for parent/guardians to learn about the intellectual and developmental needs of their children and to participate constructively in their children's education.

22 Professional Development – Activities associated with high quality professional development and training of school system personnel including in-service training and workshops.

23 Administration – Includes support services for general administration, school administrators (i.e. federal program staff at the district office, district facilitators), and business office.

27 Pupil Transportation – Activities concerned with the conveyance of students to and from school, as provided by state and federal law. Includes trips between home and school.

33 School and Community Support – Activities concerned with providing community services to students, staff, or other community participants. Activities performed by students that address a given community need and provide for structured opportunities linking tasks to the acquisition of values, skills, or knowledge by participating youths.

40 Facilities – Activities concerned with the acquisition of land and buildings; remodeling and maintenance of buildings; construction of buildings and additions to buildings.

Once your Budget Detail is completed, click on **Budget Summary.**

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<b>Application:</b> 2008-2009 Original Application				<a href="#">Printer-Friendly</a> <a href="#">Click to Return to Application Select</a> <a href="#">Click to Return to Menu List / Sign Out</a>	

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Budget Detail					Budget Summary				

**Budget** (Read Only) [Instructions](#)

Code	Purpose Category	100 Personal Service- Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	800 Other Objects	TOTAL
10	Instruction	48,000	7,200						55,200 56.84 %
20	Support Services								
21	Parental/Family Involvement						500		500 0.51 %
22	Professional Development					914			914 0.94 %
23	Administration	25,000	7,500						32,500 33.47 %
27	Pupil Transportation					8,000			8,000 8.24 %
33	School and Community Support								
40	Facilities								
Total Direct Costs		73,000 75.17 %	14,700 15.14 %			8,914 9.18 %	500 0.51 %		97,114
Approved Indirect Cost X 0%									
Total Budget									97,114

Click on **Assurances, Common and Program.** Please read, check agreement and enter name. Click **Legal Entity Agrees.**

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Common Assurances

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Assurances

Common Assurances for Federal Programs

Instructions

☐

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

Assurances

Each legal entity, district, cooperative or agency that participates in one or more of the programs listed below MUST complete and return this form to the Office of Public Instruction (OPI) prior to the award of funds for any U.S. Department of Education administered program.

Submission of this form is not an application for funds and does not obligate the applicant or OPI for the programs. The following pages consolidate common assurances required by federal law that apply to the federal programs listed below. Additional specific program assurances may be included in the application or program plan for that individual program.

Common Assurances

The Common Assurances listed below in items 1-21 apply to all programs administered by the U.S. Department of Education through the Office of Public Instruction, including all programs found in the following Acts:

- ESEA Reauthorized by the No Child Left Behind Act of 2001, Pub. L. No. 107-110, 115 Stat. 1425- Individuals with Disabilities Education Act (IDEA), Part B, 20 USC Section 1400- Carl D. Perkins Vocational and Technical Education Act, 20 USC Section 2301
- Workforce Investment Act, 29 USC Section 2801

assistance; and Title IX of Education Amendments of 1972, as amended, 20 USC Section 1681 et seq., which prohibits discrimination on the basis of sex in education programs receiving federal financial assistance; and the Age Discrimination Act of 1975, as amended, 42 USC Section 6101 et seq., which prohibits discrimination on the basis of age in programs receiving federal financial assistance; and all regulations, guidelines, and standards lawfully adopted under the above statutes by the U.S. Department of Education.

Gun-Free Schools

19. That the applicant is in compliance with the Gun-Free Schools Act requirements of Section 20-5-202, MCA.

Debarment and Suspension

20. That the applicant certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, and agrees that it will not knowingly enter into any subcontract or subgrant with a person or agency who is debarred, suspended, declared ineligible or voluntarily excluded from participation by any federal department or agency. If the applicant is unable to provide this certification, an explanation must be attached (see statutory detail in 34 CFR Section 85.105 and 85.110).

Lobbying and Political Activity

21. That the applicant certifies that federal funds will not be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs. [Hatch Act (5 USC 1501- 508) and Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Services Reform Act (Pub. L. No. 95-454, Section 4728)]:

- a. federal funds received for programs covered by this common assurance form will not be used to influence or attempt to influence an officer or employee of any agency, a Member, officer, or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any federal contract; making any federal grant or loan; entering into any cooperative agreement; and extending, continuing, renewing, amending, or modifying any federal contract, grant, loan, or cooperative agreement.
- b. if funds other than federally appropriated funds have been or will be paid to any person for influencing or attempting to influence any of the parties named above, Standard Form LLL, "Disclosure Form to Report Lobbying" will be completed and submitted in accordance with its instructions and returned to OPI.
- c. the language of this section will be included in any subcontracts entered into for funds received under programs covered by this common assurance form, and ensure that all subcontractors certify and disclose accordingly (see statutory detail 34 CFR Section 82).

Common Assurances agreed to on:

☐

Authorized Representative

☐

Alternate (Provide Name and Title/Position)

Name:

Title/Position:

Legal Entity Agrees

Click on **Title IV Part B** Please read and check agreement, then click **Save Page.**

# OPI E-Grants System

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Common Assurances				Title_IV Part B			Assurances		

## Specific Program Assurances-ESEA Title IV Part B

[Instructions](#)



By checking this box and saving the page, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below.

1. That the program will take place in a safe and easily accessible facility [Pub. L. No. 107-110 Section 4204(b)(2)(A), 115 Stat. 1770].
2. That the program was developed and will be carried out in active collaboration with the schools the students attend [Pub. L. No. 107-110 Section 4204(b)(2)(D), 115 Stat. 1770].
3. That the program complies with the Principles of Effectiveness and fosters a safe and drug-free learning environment [Pub. L. No. 107-110 Section 4204(b)(2)(E), 115 Stat. 1770].
4. That the program will primarily target students who attend schools eligible for schoolwide programs under Pub. L. No. 107-110 Section 1114, 115 Stat. 1471 and the families of such students [Pub. L. No. 107-110 Section 4204(b)(2)(F), 115 Stat. 1770].
5. That the funds will be used to supplement and not supplant other non-federal funds that would be otherwise available [Pub. L. No. 107-110 Section 4203(a)(9), 115 Stat. 1768].

**Save Page**

Clicking on **Assurances** will show that both Common Assurances and 21<sup>st</sup> Century Assurances have been agreed upon. Click **Legal Entity Agrees.**

**OPI E-Grants System**

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**Assurance Agreement**

[Instructions](#)

The authorized representative of the applicant who is identified below certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate assurances are read and completed.

☒

Common Assurances

☒

21st Century Assurances

Legal Entity Agrees

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Clicking on [Submit](#) will allow you to submit your application to your Authorized Representative for approval. The Authorized Representative will be the person that submits the application to OPI. Click [Consistency Check](#).

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The Consistency Check must be successfully processed before you can submit your application.

Assurances must be reviewed and approved before you can submit your application.

Consistency Check

Consulting

Close Consulting

Lock Application

Unlock Application

Assurances

LEA Data Entry

LEA Auth Rep

Grant Admin - Final Review

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If your grant has been completed correctly your screen will look like this. This means that your Authorized Representative will need to agree to the Common Assurances and Submit the application.

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Instructions

Assurances must be reviewed and approved before you can submit your application.

The application has been locked by the consistency check process.

Consulting

Close Consulting

Lock Application

Unlock Application

Assurances

Consistency Check was run on: 3/6/2008

LEA Data Entry

LEA Auth Rep

Grant Admin - Final Review

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If you did not complete your grant, your screen might look similar to this. You would need to go back and complete the areas designated.

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Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

■ Title IV B - 21st Century

● Contact Information Project Director - Yes dedicated time -must state whether or not there will be a Project Director.

● Contact Information District Clerk Summer Phone Area Code is a required field.

● Contact Information Authorized Representative Summer Phone Area Code is a required field.

● Partnerships Partner Agency Commitment Description is a required field.

The Consistency Check must be successfully processed before you can submit your application.

Assurances must be reviewed and approved before you can submit your application.

Assurances must be reviewed and approved before you can submit your application.

Consistency Check

Consulting

Close Consulting

Lock Application

Unlock Application

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